



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

PHARMACY SERVICES MANAGER

FUNCTION OF POSITION

In a multi-institutional setting, manages a central pharmacy and provides pharmaceutical and consultation services to other institutions; provides functional supervision for one or more fully staffed pharmacies; establishes and maintains effective policies and procedures to assure a safe and cost-effective pharmacy service; assists in the development of standardized policies and procedure for the department's pharmacy service; assists in the planning of new or remodeled institution pharmacies; coordinates the budgets of each pharmacy in the geographical area; audits pharmacy operation; provides or assists with in-service training; provides consultation to the treatment teams and the Medical Review Committees as necessary; provides consultation to Pharmacists II, as necessary; consults with Chief Medical Officers/Medical Directors regarding pharmacy service; and performs other duties as required.

OR

In a single State institution, manages the largest pharmacies; provides pharmaceutical and consulting services to other hospital disciplines; provides direct supervision for a fully staffed pharmacy; establishes and maintains effective policies and procedures in compliance with licensing standards; coordinates the pharmacy budget; audits pharmacy service operations for quality assurance; monitors for proper utilization of pharmaceuticals within the institution; monitors the hospital's drug distribution system; assures proper utilization of clinical pharmacy services; interprets administration and personnel policies as they apply to selection and supervision of pharmacy personnel; prepares necessary pharmacy reports for hospital administration; monitors all other hospital systems on which the pharmacy service impacts; provides consultation to the treatment teams and the Pharmacy and Therapeutics Committee; provides consultation to Pharmacists II, as necessary; and may act as regional or area wide pharmaceutical consultant; and performs other duties as required.

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy.

And Either I

One year of experience performing the duties of a Pharmacist II in the California state service.

Or II

Two years of experience performing the duties of a Pharmacist I in the California state service

Or III

Three years of experience supervising the operation of a hospital pharmacy.

APPLICATION INFORMATION

The Department application consists of the two (2) documents listed below. Review and complete each document as required. Additional information may be submitted but is not required. Sign application and mail with other documents to: California Medical Facility, P. O. Box 2000, Vacaville, CA 95696, Attn: Personnel Delegating Testing Unit. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

CONTINUED ON REVERSE

www.corr.ca.gov

888-232-4584 Toll Free
(916) 227-4646 (FAX)

SALARY RANGE

\$5452 – 6627 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**Hiring Above the Minimum**” salary differential is applicable.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$1000 monthly Recruitment and Retention differential pay
- \$2400 one-time annual Recruitment and Retention differential pay after twelve consecutive months of employment within the Department
- License or Certificate Renewal Fee Reimbursement (Actual Cost)
- Professional Education and Training (5 days Per Fiscal Year)
- Continuing Education (15 Hours Per Fiscal Year)
- California Public Employees Retirement System

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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